

# Parent/Guardian Handbook



## **MY AFTER SCHOOL PROGRAM**

Jackson After School at W. T. Jackson Elementary

Morningside After School at Morningside Elementary

Smith After School at Sarah Smith Elementary

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

## Program Contact Information

### **Jackson After School:**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 404-802-8829

EIN: 431956926

Director: Natalie Defoor

[Natalie@jacksonafterschool.com](mailto:Natalie@jacksonafterschool.com)

Director: Renee LaClair

[renee@jacksonafterschool.com](mailto:renee@jacksonafterschool.com)

### **Morningside After School:**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 404-416-7179

EIN: 272403151

Director: Patricia Sherman

[patricia@morningsideafterschool.com](mailto:patricia@morningsideafterschool.com)

Director: Jacquelyn Pass

[jacquelyn@morningsideafterschool.com](mailto:jacquelyn@morningsideafterschool.com)

### **Smith After School:**

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)

Ph: 404-693-5310

EIN: 320238410

Director: Monica Singer

[Monica@smithafterschool.com](mailto:Monica@smithafterschool.com)

Director: Chela Parker

[chela@smithafterschool.com](mailto:chela@smithafterschool.com)

### **Administrative Staff:**

Kim Bishop

Program Owner

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Beth Geurin

Extracurricular Programs Coordinator

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Terri Cooke

Program Quality Coordinator

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Amy Fouts

Program Outreach and Establishment Director

[amy@myafterschoolprogram.com](mailto:amy@myafterschoolprogram.com)

# Design and Operations Plan

## **Mission Statement:**

The mission of JAS, MAS, SAS is to provide a healthy, safe environment in which teachers provide quality care to all students. Students are given the opportunity to participate in enrichment activities, study time, physical exercise and homework help sessions.

## **Program Description and Daily Activities:**

The safety and interests of your children is our primary concern.

- Homework Time- The JAS, MAS, SAS programs features homework time as an integral part of the program. This enables children to complete their homework, allowing for family time at home in the evenings. (See Homework Policy)
- Enrichment Activities- The JAS, MAS, SAS programs offer computer time, arts and crafts, physical education, games, sports, homework help, and activity choices. Other enrichment activities are offered at Jackson, Morningside and Smith by private businesses, all of which are available to all students.
- Convenient Hours- The JAS and SAS programs are open during the school year from 2:30-6:00PM, Monday through Friday on the full days that school is in session. The MAS program is open during the school year from 2:30 until 6:30 PM, Monday through Friday on the full days that school is in session.
- Well-Trained Staff Members- JAS, MAS, SAS staff members are experienced afterschool teachers that receive extensive, on-going training in relevant areas and topics. Staff members are also CPR/First Aid trained.
- Affordable Fees- Providing quality care at an affordable rate is one of our primary goals. The tuition is \$375 per month, sibling discounts apply. Drop-in care is available at \$28.00 per child per day, sibling discounts apply. All families must pay a registration fee of \$100.00.
- Program Statement- The program operates on a 15 to 1 staff ratio. Children must be able to have appropriate behavior and function in a group setting to ensure the safety and well-being of all children.
- Refusal of care- We reserve the right to discontinue child care to any student enrolled in the JAS, MAS, SAS Program at any time for any reason other than the basis of race, color religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

## After School Policies

### Dates and Times of Operation:

The After School Programs serve students that attend W. T. Jackson, Morningside and Sarah Smith Elementary Schools in grades Kindergarten through 5th grade, ages 5 through 12. We follow the Atlanta Public School Calendar, operating August through May, Monday through Friday from 2:20-6:00, MAS to 6:30. JAS, MAS, SAS are closed the same days that APS is closed to the students, including teacher planning days.

\*Dates closed 2019-2020:

September 2

October 14 & 15

November 25-29

December 23 through January 3

January 20

February 17

March 16

April 6-10

### Appropriate Behavior Policy

The safety and interests of your children is our primary concern. Teachers will work closely with students to use positive reinforcement for desired behaviors. Teachers will communicate with parents to share positive and undesirable student behavior. If any student has frequent behavior problems that are not improved upon, then the student who is demonstrating inappropriate and/or dangerous behavior will be suspended from the program. Following the suspension, if the child continues to demonstrate these types of behaviors, he/she will be dismissed from the After School Program. Various techniques will be used by the teachers such as, but not limited to, talking with the student, removing them from the group, time-out, writing about their feelings, parent meetings, and written notification of event or behavior to the parent.

Please be advised that JAS, MAS, SAS reserves the right to remove any child demonstrating inappropriate and/or dangerous behavior from the After School Program at any time.

### Tuition Policy (signed tuition policy attached)

Tuition for Jackson, Morningside, Smith After School, Inc. Program is as follows:

\$75.00 non-refundable registration per family.

Full-time Tuition is \$375.00 per month for one child.

\$630 for 2 siblings, \$785 for 3 siblings.

Drop-in fees: \$28.00 per day, \$46.00 for 2 siblings, \$51.00 for 3 siblings.

#### **Tuition is not prorated.**

Payments can be made on our website, [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com). Check payments are no longer accepted.

### Pick-up and Escort Policy

Children will not be allowed to leave the facility with any person other than parent or someone authorized by the rightful parent. ID must be shown, and individual approved before the child will be released. The child must be checked out with the child PIN.

Each day, an authorized adult **MUST**:

1. Report to the program Director to sign out your child(ren).
2. Sign out your child(ren) using full name and time leaving the program.
3. Escort your child out of the building.

### **Inclement and Severe Weather Policy**

On days when the school system is CLOSED FOR AN ENTIRE DAY OR CLOSES EARLY BECAUSE OF INCLEMENT OR SEVERE WEATHER such as snow, tornadoes, etc., the After School Program will be closed. We must follow the directives given by APS. It will be the parent or guardian's responsibility to be aware of early school dismissal and to make suitable arrangements. In the event of severe weather, the After School Program will follow the policies in place for the school the program serves.

### **Attendance Policy**

All students must be registered with Jackson After School, Morningside After School, or Smith After School prior to participating in the program. All online registration must be complete and fees paid. Students may attend the program at the school they attend only. EVERY child must have a current immunization form 3231 on file. An enrolled child is eligible to attend five days per week. Attendance of an ill child or children with communicable diseases will not be permitted. If your child becomes sick during the day, you will be notified to come pick up your child. Sick children cannot remain in the program and must be picked up promptly.

### **Special Services/Inclusion**

The goal of our programs is to provide a healthy, safe environment in which teachers provide quality care to all students. If special services are needed, the director and parent will discuss the child's needs and we will do everything possible to meet the needs of that student, however, all students must be able to successfully participate in the program without disruption. PLEASE DISCUSS ANY SPECIAL NEEDS WITH US PRIOR TO THE START OF THE PROGRAM.

### **Snacks**

Healthy snacks are provided to students who attend the After School Program. All healthy snacks are prepackaged. Students are given a wide variety of healthy snacks which include fresh fruit and prepackaged items. If your child has an allergy, please note this on your registration packet. We are peanut-free programs and do not serve snacks containing peanuts.

### **Fieldtrips/Water Activities**

After School, Inc.(JAS, MAS, SAS) will not participate in fieldtrips and will not provide transportation to or from an activity. After School, Inc.(JAS, MAS, SAS) will not provide water related activities in water more than two feet deep.

### **Refusal Of Care Policy**

After School, Inc.(JAS, MAS, SAS) reserves the right to discontinue child care to any student enrolled in program at any time for any reason other than the basis of race, color, religion, gender, national origin, age, veteran status, disability, marital status, or sexual orientation in any of its employment practices, educational programs, services or activities.

### **Updated Information Policy**

Parents are responsible for keeping the Director advised of any significant changes as they occur in the enrollment information concerning phone numbers, work locations, emergency contacts, family physicians, etc. This is inclusive of payment information.

### **Late Pick-up Policy**

Students must be picked up from the program no later than 6:00pm(6:30pm at Morningside) according to the school clock. A late pick-up fee of \$1.00 per minute is charged after 6:00pm (6:30 at Morningside). If a child is not picked up by 8:00pm and we have no communication from parents, DFACS will be contacted.

### **Transportation Policy**

For schools with two campuses, APS will provide transportation from their campus to the campus that houses the After School Program. No transportation will be provided to or from the After School Program by Jackson, Morningside or Smith After School, Inc. or its employees.

### **Informed Parent Policy**

It is the responsibility of the After School Programs to keep parents informed of any incidents (illnesses, injuries, behavior issues, adverse reactions to medications, and exposure to communicable diseases) that impacts your child. Communication is very important. Together we are a team, with your child's best interest at heart!

### **Family Engagement Policy**

The After School Programs are committed to building a strong effective partnership with families. We promote family engagement through welcoming parents and caregivers to visit and volunteer in the After School Programs, through effective communication between families and the After School Programs, and through providing culturally and linguistically appropriate and inclusive information and events.

The After School Programs welcome parents and caregivers to visit the program at any time. Family volunteer opportunities are available in the After School Programs.

The After School Programs have an Open Classroom policy. Parents and caregivers are welcome in classrooms during any of the activity blocks. If the visit becomes distracting or disruptive for the other students however, we will request that the visit be rescheduled for another time.

### **Child Abuse Policy**

Jackson, Morningside, Smith After School Program believes that the safety, support, and care of your child(ren) is the most important part of the After School Program. The law has provisions safeguarding the well-being of child(ren). We must comply with the law as outlined below:

*Child care and day care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent of guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.*

### **Unacceptable Objects Policy**

Any child found with knives, guns, drugs, or other dangerous objects or substances that could cause harm to others will be removed permanently from the After School Program and will be disciplined according to school policies.

### **Unacceptable Behavior Policy**

Any child whose behavior is inappropriate and puts other children or staff in harm's way will be removed permanently from the After School Program.

### **Homework Policy**

The teachers of the After School program will guide students in their homework. Students will have a maximum of 1 hour and 15 minutes per day to complete homework. Teachers are not able to assist individual students with long-term projects that require parent involvement. \*Please note homework times on the students' schedule.\* If students are picked up prior to the conclusion of the homework hour, assignments may not be complete. While we will make every effort to assist and guide students in completing their homework, the parent has the ultimate responsibility of checking over homework. Students will be given 1 hour and 15 minutes per day to complete homework. Any assignments that have not been completed during this time should be completed at home.

### **Medical Emergency (See Medical Form)**

In the case of a medical emergency, 911 will be called and students will be transported by ambulance to Children's Health Care of Atlanta, Scottish Rite (JAS, SAS) and Children's Health Care of Atlanta, Egleston (MAS). If the injury does not require 911 assistance, the child will be treated by the Director and a medical report will be completed and given to the parent. The main first-aid kit is housed with the Director, but each teacher has a basic first-aid kit.

**Medication Administration**

Medication will not be administered.

**Program Change Policy**

Our program is a tuition-based program and our budget is based on this. Program flip-flopping (changing from FT to DI and then DI to FT) is not permitted. If you choose to request a one-time program change, this will be permitted, however, there will be a program change fee of \$50.00 for each change. Program changes can be made in the months of November, December, February, April and May and can only be made on the 1<sup>st</sup> of the month.

**Illness and Communicable disease, including lice:**

Attendance of an ill child or children with communicable diseases such as conjunctivitis (pinkeye), pediculosis (head lice), scabies, ring worm, chicken pox, measles, etc. will not be permitted. Parents will be notified when a communicable disease is introduced into the program by written communication from the director. Parents are requested to notify the After School Program in writing, immediately if their child contracts a communicable disease, has a fever of 101degrees or higher, diarrhea, or sore throat.

Children with communicable diseases including lice will not be allowed to attend the After School Program until a medical release is provided by the child's physician to the school.

If your child becomes sick or lice is discovered during the day, you will be notified and required to pick up your child. Sick children will be removed from the group and staff will take every measure to make the student comfortable until the parent arrives.

**Fees charges:**

Parents are responsible for late payment fees (\$25.00), bank returned item fee (\$35.00), bank non-payment item fee (\$35.00), program change fee(\$50.00), late pick-up fees (\$1.00/minute)

**Confidentiality of Student Records:**

The After School Programs respect the privacy of children and parents. All personal records kept secure by being stored in lockable cabinets and are password protected if in a digital format. Staff will not discuss confidential information given by parents with other members of staff except where it affects planning for the child's needs or caring for the child.

# Parental Agreement with After School, Inc. at Jackson, Morningside, Smith Elementary

Jackson, Morningside, Smith After School, Inc. agrees to provide after school child care for your child during the 2019-2020 school year, following the APS calendar, from 2:30pm-6:00pm. (6:30pm for Morningside).

Jackson, Morningside, or Smith After School will provide snack daily.

My child(ren) will not be allowed to leave the facility without being escorted by the parent(s), person authorized by parent, or facility personnel.

I acknowledge that it is my responsibility to keep my child(ren)'s records current to reflect any significant changes as they occur. (Telephone numbers, work location, emergency contacts, child's physician, health status, etc.)

Jackson, Morningside, Smith After School, Inc. agrees to keep me informed of any incidents (illnesses, behavior, injuries, and exposure to communicable disease) which involve my child(ren).

I acknowledge it is my responsibility to pay tuition on time and understand that failure to do so will result in termination of childcare. Non-payment after the 20<sup>th</sup> of each month will result in additional fees and potentially discontinued service.

I have received a copy and agree to abide by the policies and procedures for Jackson After School, Inc., Morningside After School, Inc., Smith After School, Inc.

I acknowledge that I must have current medical insurance for my child participating in Jackson After School, Inc., Morningside After School, Inc., Smith After School, Inc.

I acknowledge that I must have current immunization form on file for each child. (Form 3231).

If the need or desire for childcare provided by Jackson, Morningside, or Smith After School changes and the parent wishes to discontinue services, a two-week written notice is required.

Should the programs' needs change for the child, there will be a \$25.00 change fee. Students are permitted one change per year and changes must be made on the 1<sup>st</sup> of the month. Changes cannot be made for the months of November, December, February, April and May.

I understand that the signing parent below is responsible for the tuition payment and that tuition is not prorated.

I hereby give Jackson, Morningside, Smith After School, Inc. and its employees permission to provide first aid care for my child(ren).

In the event that I cannot be reached, I hereby authorize Jackson, Morningside, Smith After School, Inc. and its employees to authorize transportation of my child to CHOA Emergency Room. I hereby grant my consent for the hospital and its medical staff to provide my child with emergency medical treatment which a physician deems necessary. I agree to accept financial responsibility for all medical expenses incurred.

**Signature (parent/guardian)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed name** \_\_\_\_\_



## **Tuition Policy**

1. Tuition for Jackson, Morningside, Smith After School, Inc. Program is as follows:  
\$75.00 non-refundable registration per family.  
Full-time Tuition is \$375.00 per month for one child.  
Second child: \$255.00 per month.  
Third + child: \$155 per month.  
Drop-in fees: \$28.00 per day, \$46.00 for 2 siblings, \$51.00 for 3 siblings.

**\*Tuition is not prorated.\***

2. Jackson, Morningside, Smith After School, Inc. accepts online payments. Credit card and Bank draft payment options are available. Pay online at [www.myafterschoolprogram.com](http://www.myafterschoolprogram.com) via the parent portal. There is a \$35.00 fee for any payments returned to us by your bank for any reason.

3. Should the program needs (Full-Time or Drop-In) change for the child, there will be a \$50.00 change fee. Students are permitted one change per year and changes must be made on the 1<sup>st</sup> of the month. Changes cannot be made for the months of November, December, February, April and May.

4. **Payments are due on the 1st (and 15th of each month if the split payment option is selected). Tuition received after the 20<sup>th</sup> of each month is late and accounts will be charged \$25.00 each month it is late. Accounts 10 days past due will result in discontinued childcare.**

5. A late pick-up fee of \$1.00 per minute is charged if your child is not picked up by 6:00pm. (6:30 for Morningside).

6. If tuition goes unpaid for 2 weeks, your child will not be allowed to attend the program until this amount is paid in full. If this is not done, childcare in the program will be discontinued and the student will be replaced with one from the waiting list.

7. In the case of hardship, please contact Kim Bishop to make payment arrangements and to learn of scholarship opportunities.

8. **Tuition is NOT prorated.**

9. I understand that payments are processed through the Payment Gateway, First Data, and are done so via their secure payment system. We do not house any credit card information in our system.

I understand and agree to the above financial policies and obligations. My signature indicates that I am the parent/guardian responsible for financial obligations.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Child(ren)'s name**

**JAS/SAS/MAS**  
**Student Schedule**  
(The times are approximate)

**Kindergarten/First Grade/ Second Grade Classes**

2:30-3:00 Student arrival, sign-in, and snack

3:00-3:45 Outside activities

3:45-4:30 Homework/academic activities

4:30-5:15 Activity Block/Enrichment activities

5:15-6:00 Free Choice activities (games/computer/art/dramatic play)

6:00 Student pick-up (6:30 at MAS)

**Third Grade/ Fourth Grade/ Fifth Grade Classes**

2:30-2:40 Student arrival and sign-in

2:40-3:15 Snack/outside time

3:15-4:15 Homework/academic activities

4:15-5:15 Activity block/Outside activities

5:15-6:00 Enrichment activities and free choice activities (games/computer/art/dramatic play)

6:00 Student Pick up (6:30 at MAS)

For 6:30 pick up option at JAS and MAS, please contact your Director.

## Extracurricular Information

Extracurricular activities are offered to the entire school and require an additional fee. If your child participates in the extracurricular activities, they will follow this procedure:

At school dismissal, students enrolled in our childcare program will check in with the After School Program, have snack, and will go to their activity. At the conclusion of their activity, the students will be returned to the After School Program and will join their group in the current activity.

Each session length ranges from 11-16 weeks. (2 semesters)  
Cost per activity ranges from \$225-\$490 per session.

Some of the extracurricular programs include:

Dance	Drama	Martial Arts
Chess	Drama	Golf
Art	Robotics	Spanish
Yoga	Lacrosse	
Basketball	Soccer	
Tennis	STEM Science	

There are two sessions offered: Fall and Winter/Spring

Tentatively, registration opens July 15 and December 1.

Fall programs begin the first full week after Labor Day in September and the Winter/Spring programs begin the first full week after MLK Day in January.

Information can always be found on our website by selecting the Extracurricular Classes tab.

Full time MAS aftercare Kindergarten students are permitted to register in the 2<sup>nd</sup> semester of the school year at Morningside Elementary.

[www.myafterschoolprogram.com](http://www.myafterschoolprogram.com)